



Community Eligibility Provision Reporting Instructions

All SFA's (whether interested in CEP or not) will be required to complete the Community Eligibility Provision (CEP) Site List in iCAN between **April 1 and 10, 2018.**

USDA [Memo SP 11-2018](#) discusses this requirement in more detail.

See reporting instructions below.

Contact Mikayla Hardy at **605-773-8067** or **Mikayla.Hardy@state.sd.us** or Andrea Hollin at **605-773-5213** or **Andrea.Hollin@state.sd.us** with questions.

Reporting Instructions

Step 1: Log in to your iMATCH account and verify that you do not have any pending potential matches or new matches.

Step 2: Log in to the iCAN system and under “**Applications**” in the blue bar at the top of the screen click on “**Community Eligibility Provision**”



School Nutrition Programs

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications >

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

Step 3: Click “Add” for SY 2017-18



School Nutrition Programs

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > CEP Year List > School Year: 2017 - 2018

Community Eligibility Provision (CEP) Site List

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2017 - 2018	April 1, 2018	March 31, 2018	April 12, 2018	Not Started
View Modify Admin	2016 - 2017	April 1, 2017	March 31, 2017	April 12, 2017	Submitted
View Modify Admin	2015 - 2016	April 1, 2016	March 1, 2016	April 21, 2016	Approved
View Modify Admin	2014 - 2015	April 1, 2015	April 1, 2015	August 31, 2015	Approved
View Modify Admin	2013 - 2014	April 1, 2014	April 1, 2014	April 10, 2014	Approved

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Instructions Continued

Step 4: For each site use data as of April 1st** and:

- ◇ Enter the Number of Identified Students
 - ◇ **Identified Students are students who are directly certified. Direct Cert supersedes any other eligibility determination. Students approved free/reduced based on income should not be included in this number.**
 - ◇ **This number should come from the document you use to create your claims OR from the iMATCH system.**
- ◇ Enter the Enrollment from Infinite Campus or NASIS
- ◇ Click **"Save"**

School Nutrition Programs

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Applications | Claims | Reports | Security | Search

Applications > CEP Year List > CEP Site Eligibility >

VIEW | MODIFY

**Community Eligibility Provision (CEP) - Site Eligibility
For School Year: 2017 - 2018**

General Information

Reporting Date: April 01, 2018
Due Date: April 11, 2018

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are *potentially eligible*.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0002	ELEM	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0001	HI SCH	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0003	JR HIGH	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 3

Export

Step 5: A pop up will appear. Click **"Finish"** if you are done or **"Edit"** if you wish to revise your information.

- ◇ Remember to Log Out When you are finished.
- ◇ You will be able to modify your information until April 10, 2018.

Save Confirmation

Congratulations!

The form has been validated without errors.

**If you cannot retrieve data from April 1st because it is a Sunday, you may use April 2nd.